



WCSG- Safe Places Youth Certification

Non-Swift Current Residents

Please follow the instructions below to complete the Respect in Sport Training and to become Youth Certified. **Completion of these 4 steps will grant a participant a Safe Places 'Youth Certified' card valid for 3 years.**

1. **Complete Respect Group training and Print your certificate**

To complete the Respect in Sport Activity leader Training please follow the '**Respect in Sport Program Access**' Instructions form available for download or at the end of this document.

If you already have a Respect in Sport certificate with another organization, you may 'import' your current certificate to our City of Swift Current portal. Please follow the '**Importing a Certificate**' guide on the next page.

Next Steps

2. Criminal Background and Vulnerable Sector checks: Please obtain a valid CRC/VSC from **your local RCMP detachment**. We will accept CRC/VSC obtained within the last 3 months. If you were required to provide fingerprints – we will need a copy of this as well.
3. **If you are able:** Go to the **Swift Current RCMP** detachment and provide them with the following:
 - CRC/VSC and Fingerprints
 - 2 copies of government ID (e.g driving license and health card)
 - Copy of Respect in Sport Certificate and /or a print summary of your import date to our City of Swift Current portal.
 - Completed Youth Certified Application Form

If you are unable to visit Swift Current: Mail a copy of the documents outlined above to the following address:

2019 WCSG

Guylaine Green – Safe Places
Box 340
Swift Current, SK
S9H 3W1

4. Safe Places will process your information and provide your Youth Certified card to the WCSG office for collection. If you are dropping your documents off in person at the RCMP detachment you will typically be able to pick up your card within 10 days.

If you have questions, or need help throughout the process, please contact **Safe Places Manager, Kelly Schafer** directly on **306.778.1677** or email k.schafer@swiftcurrent.ca or visit www.SafePlacesSK.ca



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Importing a Certificate

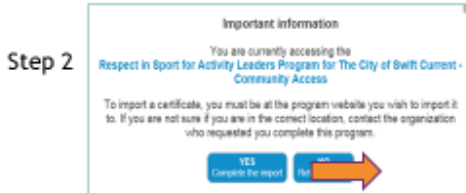
- 1) If an employee or community member already has a Respect in Sport certificate they are required to import it on the appropriate website. They will then need to print off the main screen that shows their import date to give to the RCMP.
- 2) In order to import a certificate, the community member must go to the following website: <https://swiftcurrentpublic.respectgroupinc.com/>

From there they need to click on import and put in the certification number from their existing certificate. They will be asked to answer a security question that they would have set up when they first took the training.

Once that is complete a summary page will show the import date at the top right of your screen. This can be printed off and taken to the detachment when completing the record check with the RCMP for the Youth Certified Card. [See next page for step by step instructions/illustrations](#)



Step 1



Step 2

Step 4: Once you have completed the Respect in Sport program you will have to print off a copy of your certificate, or if imported, a copy of the website with the new certified/imported date. This is the first document required by the RCMP to receive your Youth Certified Card. You can do this by hitting the Print Screen button on your keyboard, and then going to a word document and hitting paste.

Step 3, write in your certificate number

IMPORT A CERTIFICATE

Certification Number
SCAL-4473640-1-G3NE

SUBMIT Import Certificate CANCEL Close this window HELP Link to certificate



City of Swift Current
Respect in Sport for Activity Leaders
URL: <https://swiftcurrentalpublic.respectgroupinc.com>

Program Access Instructions:

- If you have an existing Activity Leader Program certificate, select "Already Certified?" and follow the prompts.
- If you have an existing profile in any other Respect Group program, select "New to this Program?" then "Look-Up".
- If this is your first time registering for a Respect Group Program, select "New to this Program?" followed by "Register".
- Complete registration.
- Select "Submit" at the bottom of the page. You will be requested to review and accept the Privacy policy.
- On the payment page, click "Enter Code"
- Pre-Registration Code: **SCSP-Z4G7U7K**
- Once successfully logged in, you will default to the Home page. Select "Program Access" to view the modules.
- To re-access the program, return to the same URL indicated above and enter the username and password created during registration.

General Information:

- Respect Group programs are optimized to provide the best possible user experience for your device. This program will run on any modern web browser using a PC, Mac, Android or iOS devices such as the iPhone and iPad.
- The Respect in Sport for Activity Leaders Program is now available as an app for your Apple or Android mobile device. To utilize the mobile app, use the browser on the mobile device and register or sign in to this program at the URL provided in these instructions, then select "Program Access". A pop-up will be displayed with instructions for accessing the app.
- You do not need to use an app to access this program on your mobile device. If you prefer, you can simply use your device's browser.
- The mobile app has the advantage of allowing you to complete the program offline (without an internet connection) after you have successfully initialized it to your user profile.
- Numerous Customer Support tools are available for any questions you may have before login as well as within the program. Prior to logging in you will see buttons to retrieve usernames and passwords, and to look up your certificate number. Inside the program, the Help button is available to connect you with a Customer Support Representative.

